



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

JOINT BULLETIN NO. 5

27 April 2004

USE OF RECORDING DEVICES

1. Reference Fort Dix Policy Letter #28, dtd 29 JUN 01, Subject: Prohibiting the Nonconsensual Use of Recording Devices in the Work Environment
2. Fostering trust and mutual respect in the working place promote an effective and safe work environment. An effective work environment can be compromised, however, by the surreptitious use of recording devices. Using recording devices to record, either overtly or covertly, the conversations of fellow employees or managers and supervisors causes a loss of trust and mutual respect among the work force.
3. Effective immediately, recording devices will not be used in the work environment to record conversations unless:
 - a. All parties to the conversation have been informed that the conversation they are about to have will be recorded;
 - b. All parties to the conversation consent to be recorded; and
 - c. The recording device is in plain view of all participants to the conversation.
4. This policy does not apply to recordings or interceptions conducted for law enforcement purposes, to include recording and interceptions done by the Federal Bureau of Investigations or under the authority provided in Army Regulation 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes.
5. This directive applies to all military and civilian personnel assigned, reporting to, or visiting the Joint Force Headquarters- New Jersey in all pay statuses (i.e. FTM, TDG, IDT, AT, etc.)
6. The proponent of the policy is the undersigned at 609-562-0957.

OFFICIAL:

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